

Table of contents for Adobe Acrobat DC

[Creating your content](#)

[Creating a PDF from existing content](#)

[Creating multiple files simultaneously](#)

Creating a blank PDF

File-size options

[Adobe PDF conversion settings](#)

[Portable Document Format \(PDF\) files](#)

Editing your content

Editing the text of your content

Cropping images in your content

Linking your content

Previewing your pages

Rearranging your pages

Deleting your selected pages

Sorting your files

View tool options

Inline linking options

[Consolidating your separate files](#)

[Merging your PDFs](#)

[Inserting one of your PDFs into another](#)

Protecting your documents

Limiting access to your content

Removing sensitive information from your content

Securing your content with a digital id

[Electronic signatures](#)

[Digital ID](#)

Permissions passwords

[Creating your forms](#)

[Importing your forms](#)

[Creating your forms from scratch](#)

Static and interactive forms

[Form preferences](#)

Form fields in Adobe Acrobat

[Filing and signing your forms](#)

[Filling out your forms](#)

[Initialing or Signing your forms](#)

Signature panel

[Annotations in Fill & Sign in Adobe Acrobat](#)

Having someone else sign your forms

Distributing your forms

[Changing the format of your documents](#)

Output options

Types of exportable formats

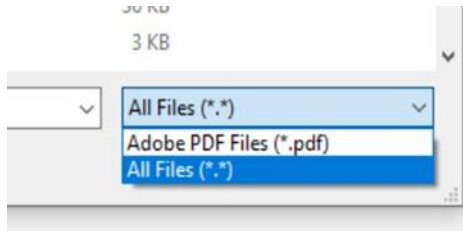
Creating your content

With Adobe Acrobat DC Pro, you can easily create a variety of written content and image content in a [Portable Document Format \(PDF\)](#). If it's for your occupation or your projects at home, with Adobe Acrobat DC Pro, you can import a variety of file formats, from JPG to .ppt. You can create your own universally-accessible content that other people can view, without worrying about compatibility issues.

Creating a PDF from existing content

You can do the following to create a PDF from your existing files using Acrobat's menu commands:

1. Click **File > Open** or click **File > Create > PDF from File**
2. In the **Files of Type** drop-down menu, click **All Files** or a specific file type



3. Click the desired file > **Open**.

If the opened file is in a supported format, either a progress dialog box will appear, or the newly-created PDF file will open automatically. See [Adobe PDF conversion settings](#) if you are creating a PDF from an image file.

Creating multiple files simultaneously

In order to maximize your efficiency when faced with creating numerous files of varying formats, you can create multiple PDF files simultaneously.

Be mindful of your [Adobe PDF conversion settings](#) prior to using this feature, as the most recently used conversion settings will impact this feature.

1. Click **File > Create > Create Multiple PDF Files**.
2. Click **Add Files > Add Folder** or **Add Files**, click the desired files or folders
3. Click **OK**.

The Output options dialog box opens.

4. Select your desired folder and filename, click **OK**.

Prerequisites:

1. [Select your preferred conversion settings](#) (this is especially important if your documents have a lot of images)

Related topics:

[Adobe PDF conversion settings](#)

[Portable Document Format \(PDF\)](#)

[Linking your content](#)

[Consolidating your separate files](#)

Adobe PDF conversion settings

Adobe PDF conversions settings are settings that affect the creation of a PDF. These settings include: choosing existing pre-sets, custom conversions settings, file-compression options, PDF compatibility options, resolution, and more.

Adobe PDF presets

PDF presets are a group of settings that are made to balance file size with quality (all presets are saved in the **Extras** folder by default and **must be moved** to the **Settings** folder in order to be used). You can also customize and save your own presets for future use.

Preset	Description
High Quality Print (Adobe Acrobat 5.0 and later).	Creates PDFs for quality printing on desktop printers and proofing devices. It embeds subsets of all fonts, leaves color unchanged.
Oversized Pages (Adobe Acrobat 7.0 and later).	Creates PDFs for viewing and printing drawings larger than 200 x 200 inches. (508 x 508 cm).
PDF/ A-1b: 2005 (CMYK and RGB) (Adobe Acrobat 5.0 and later)	Archives electronic documents for preservation by converting all colors to either CMYK or RGB. Depending on which standard you choose.
PDF/X-1a (2001 and 2003) (Adobe Acrobat 4.0 and later).	Requires all fonts to be embedded, PDF bounding boxes to be specified, and color to appear as CMYK and/or spot colors. Files must contain the intended printing condition. Additionally, subsets of all fonts are embedded, flattens transparency using the High-Resolution setting, and creates untagged PDFs.
PDF/X-4 (Acrobat 7.0 and later).	Supports live transparency (objects remain fully editable) and adheres to International Color Consortium (ICC) color specifications. PDF/X-4 can be opened with Illustrator, InDesign, and Photoshop.
Press Quality (Acrobat 5.0 and later).	Creates PDF files for high-quality print production, <i>not PDF/X compliant</i> , should be used for preserving all information in the PDF file that a commercial printer needs to print the document. Output resolution and other settings should be considered before sending a PDF to a commercial printer.
Rich Content PDF (Acrobat 7.0 and later).	Creates accessible PDF files with tags, hyperlinks, bookmarks, and layers. Also, embeds subsets of all fonts and optimizes large files for byte serving.
Smallest File Size (Acrobat 6.0 and later).	Creates PDFs best suited for display on the web or through an email system. It compresses the file, produces a low image resolution, does not embed fonts, converts all colors to sRGB, and optimizes the file for byte serving.

Standard (Acrobat 6.0 and later).	Creates PDFs to be printed to desktop printers or digital copiers, or published on a CD. These options use compression and down sampling to maintain a small file size. Also, <i>excluding Windows font subsets by default</i> , embeds subsets of all fonts in the file.
---	--

General panel options

You can access the General panel options by opening Acrobat Distiller, which is a subprogram included with Acrobat Pro, and clicking **Settings > Advanced Settings**. This panel is used to choose a version of Acrobat for file compatibility and other settings.

<u>Option</u>	<u>Description</u>
Compatibility	Sets the compatibility level of the PDF. For example, if you want the latest functionality and features, select the most recent version. If you want more people to access your PDF, choose an earlier version.
Object Level Compression	Compresses bookmarks and accessibility objects; this information will not be visible to those opening PDF in Acrobat 5.0 and later.
Auto-Rotate Pages Collectively by File	Pages will rotate according the format and direction of text in the PDF.
Individually	All pages will rotate to match the orientation of the majority of text in the file.
Off	Individual pages will rotate based on the text orientation of that page.
Binding	Pages will not rotate.
Resolution	This will determine whether the PDF will be displayed with a right-side binding or a left-side binding. This is useful for printing booklets.
Pages	This will determine printing resolution. Permitted values range from 72 to 4000; selecting a higher value will increase file size.
Embed Thumbnails	Use this option to select which pages that you want to convert to a PDF.
Optimize for Fast Web View	This option will embed a thumbnail preview for each page in the PDF. This option is not necessary for Acrobat 5.0 and later.
Default Page Size	This option will optimize the file for quicker access by compressing text and line art, regardless of compression setting on the Images panel.
	Use this option to specify your desired page size when page size is not specified in the original file.

Related topics:

Output options

[Changing the format of your documents](#)

File-size options

[Creating your content](#)

Portable Document Format (PDF) files

PDF files display text and images as they were intended by the content creator. The Portable Document Format (PDF) is a widely-used file format developed by Adobe; it is used to reliably present or display documents.

PDF is a reliable format for electronically exchanging documents among users of differing operating systems, hardware, and software. For example, imagine that you send a 2010 Word document to an employee or client, and they open it with a different version of Microsoft Word. Chances are that there will be missing graphics and unintended changes to the format of the document. Converting the Word file to a PDF file avoids this problem entirely.

Generally, PDF files can consist of the following types of content:

- Text stored as content streams (the contents of the pages- line drawings and the text)
- Graphics, such as raster graphics for displaying photographs and vector graphics for displaying illustrations
- Links

Three technologies are combined in the PDF:

- A subset of the PostScript programming language (for graphics and layout)
- A font replacement (font-embedding) system, which allows fonts to travel with the documents
- A storage system that combines these elements into a single file, with as much data compression as needed or desired

Related topics:

[Adobe PDF conversion settings](#)

[Creating a PDF from existing content](#)

Linking your content

Consolidating your separate files

Sometimes you need to make a separate PDF that is composed of an arrangement of your various files. You can merge two or more files into a single PDF. Whether they are Word, Excel, video, audio files, or PDFs, you can merge them into one file.

Merging your PDFs

1. Click **Tools > Combine Files** or click **File > Create > Combine Files into a Single PDF**.
2. Click **Add Files**, and select your desired folders, files, webpages, or PDFs.
3. If you need to:
 - a. Preview your pages
 - b. Rearrange your pages
 - c. Delete your selected pages
 - d. Sort your files
4. Click **Options**, and select one of the File-size options for your new file:
 - a. **Smaller File Size**
 - b. **Default File Size**
 - c. **Larger File Size**
5. Select your desired [conversion settings](#), click **OK**.
6. Review the arrangement and settings of your new file, when done, click **Combine**.

Some source applications may automatically open and close.

Prerequisites:

1. [Creating your content](#)
2. Editing your content
3. [Select your conversion settings](#)

Inserting one of your PDFs into another PDF

If you want to make a last-minute addition to your content, or if you forgot to merge all of your intended PDF files, then there is no need to worry because you can insert your PDFs into one another.

1. Open your PDF that needs another PDF added to it.
2. Click **Tools > Organize Pages**.

This will open the Organize Pages toolbar, that will be displayed under the main toolbar.

3. In the Organize Pages toolbar, click **Insert > From File**.
4. Click the PDF you want to insert > **Open**.

The Insert Pages dialog box will open

5. Specify where you want to insert the PDF.

You can type a designated page number or choose before or after the first or last page.

6. If you want to leave the original document as a separate file, click **Save As**, then enter a new name for the newly-merged PDF, then click **OK**, to finish saving your new document.

Prerequisites:

1. [Creating your content](#)
2. Editing your content
3. Select your file-size options
4. [Select your conversion settings](#)

Related topics:

[Creating multiple files simultaneously](#)

Linking your content

Editing your content

[Creating your content](#)

Electronic signatures

Just like an actual signature with a pen and paper, an e-signature is what a person places on a document to give their consent and/or proof of identity.

The most commonly used definition for an e-signature is the Commodity Futures Trading Commission's definition, which defines an e-signature as "an electronic sound, symbol, or process attached to or logically associated with a record...adopted by a person with the intent to sign a record." The e-signature should be differentiated from the "digital signature." While a digital signature is technically a type of e-signature, the term, digital signature, is specifically used for signatures that use a certificate-based digital ID, that meets the highest standards of compliance, to verify the signer's identity.

Electronic signatures are great for:

- Contracts
- Liability forms
- NDAs
- Job-application forms
- Change authorizations

Electronic signatures have the following advantages:

- They can be placed on .pdf, .doc, .txt, .html, .jpg files and more.
- They are legally binding in most industrialized countries.
- Firms can reduce their expenditures on postage, ink, and paper.
- They are more efficient than actual signatures.

Related topics:

[Digital ID](#)

[Initialing or signing your forms](#)

Permissions passwords

Digital ID

A digital ID contains a unique set of information that proves your identity. Having a digital ID is a necessary prerequisite for using a digital signature in your documents or encrypting your PDFs in Adobe Acrobat Pro.

You should think of your digital ID as your social security card or driver's license; it is something unique to you, and you should protect it. Generally, your digital ID is composed of your name, email address, expiration date, a serial number, two keys, and name of the issuing organization.

The two keys that are bundled with a digital ID serve two different functions. One acts as your public key, for it is stored in a distributable certificate. The public key locks your data, and it can be seen by other people. The second key is your private key, which unlocks your data, or applies your digital signature.

Related topics:

Permissions passwords

[Electronic signatures](#)

Protecting your documents

Creating your forms

If you want to scan or import your existing forms or entirely create your own forms, you can do so quickly and easily. From creating loan documents to legal contracts, Adobe Acrobat Pro DC has you covered.

Importing your forms

You can convert an existing document into a PDF form, and then edit the form, along with the Form fields as needed.

To convert your existing document into a PDF form, do the following:

1. Click **Tools > Prepare Form**.
2. Click of the following options:
 - a. **Single file**
 - b. **Scanner**
3. If you need signatures for this form, click the **This Document Requires Signatures** check box.

see [Form preferences](#) to get further information and change form field auto detection
4. Click **Start**.

You have now created the form, and the form will open in **Form Editing** mode.
5. Edit your current Form fields and add new form fields, if you wish.
6. To edit any existing images or text, click **Edit** in the toolbar.
7. When you are done editing your form, click **Save** then click **Close**, which is located towards the right end of the toolbar

Creating your forms from scratch

If you need to create a form for yourself, a colleague, or a client that currently does not exist, you can do so with the **Create New** tool. Begin with an empty PDF, then add your text and form fields.

To create your own form:

1. Click **Tools > Prepare Form**
2. Select **Create New**, and click **Start**.

A blank PDF is created, you can now name the file and choose the file's location when saving

3. In the toolbar, click **Add Text**, and type your text in any location on the form.



4. If you want to add an image, in the toolbar, click the **Add Image** tool, and choose the image file, click **OK**, adjust the size of the image if needed, and move the image to your preferred location in the form.



5. If you want to edit existing images and text, click **Edit** in the toolbar.



6. Add Form fields using the various form fields tools, located in the toolbar.



7. Click **Save**, to save your form.

Prerequisites:

- [1. Set your form preferences.](#)

Related topics:

Form fields

[Form preferences](#)

[Filling and Signing your forms](#)

Form preferences

You can choose form preferences to control you or your client's interaction with form fields. In order to access form preferences, click **Edit > Preferences > Forms**. There are three categories of form preferences: General, Highlight Color, and Auto-Complete.

General

<u>Option</u>	<u>Description</u>
Automatically Calculate Field Values	Upon user entry, all field calculations are automatically performed.
Automatically Adjust Tab Order When Modifying Fields	Resets the tab order when you move, create, or delete form fields.
Show Focus Rectangle	This lets you know which form field is selected.
Automatically Detect Form Fields	Places the appropriate fields after detecting form fields automatically.
Show Text Field Overflow Indicator	A (+) will display in text fields that exceed their set bounds.
Show Field Preview When Creating or Editing Form Fields	This will display the appearance of a form field while creating or editing forms.

Highlight Color

<u>Option</u>	<u>Description</u>
Show Border Hover Color for Fields	This option will display an outline around a form field, if your mouse is hovering over it.
Fields Highlight Color	This will open a color picker for choosing the color of highlighted form fields.
Required Fields Highlight Color	This will open a color picker for choosing the border color of form fields that need to be filled in.

Auto-Complete

<u>Option</u>	<u>Description</u>
Auto-Complete menu	This will display the following options for Auto-Complete: Basic, Advanced, or Off. Selecting Basic or Advanced will enable suggestions for form field entries.

Remember Numerical Data	This will suggest your previously entered numerical values when you type the same first digit into a field.
Edit Entry List	This will show you all entries stored in the Auto-Complete memory, which can then be edited.

Related topics:

Static and interactive forms

Form Fields in Adobe Acrobat

[Creating your forms](#)

[Filling and signing your forms](#)

Filling and Signing your forms

Any of your created forms, such as your job-application forms or your non-disclosure agreements, for example, can be opened, filled out, and signed with the Fill & Sign tool.

Filling out your forms

To start filling out your forms, do the following steps:

1. Open your desired PDF form.

2. Click **Tools > Fill & Sign**.

A prompt asking you, “Who needs to sign will appear?”

3. Click **Fill & Sign**.

The tools and options, such as choose text color or sign form will be displayed, see Annotations in Adobe Acrobat.

4. Click on a form field, type your desired text, or if it's a checkbox, click to check it.

Any form field that has a blue box around it, when the mouse hovers over the field, is fillable.

5. For flat form fields that have no blue box, click **Add Text** in the toolbar.

6. Click on the flat form field in the document, and start typing.

Initialing or Signing your forms

Prior to sending out your forms, you need to sign them.

If you want to sign your PDF form, you need to upload an image of your signature, type it, or draw it, and do the following steps:

1. Open your form, and click **Fill & Sign**.

2. Click **Sign**, in the toolbar, and either:



a. Click **Add Signature**

or

b. Click **Add Initials**

If your signatures or initials are already created, they will be displayed below the Add Initials and Add Signature options. Otherwise, the signature panel will open.

3. You can draw, type, or upload your signature or initials with the Signature panel, and click **Apply**.

4. Click anywhere in the PDF to add your signature or initials to that location.

You can click-and-drag to move your signature

5. Save your form

Prerequisites:

1. [Creating your forms from scratch](#)

2. [Importing your forms](#)

3. Upload an image of your signature

4. Sign your name in black ink on the center of an unwrinkled, blank piece of white paper.

5. Scan your signature.

6. Transfer and save your scan to your computer in your desired file location.

Related topics:

[Creating your forms](#)

[Annotations in Fill & Sign in Adobe Acrobat](#)








[Form preferences](#)

Signature panel

Having someone else sign your forms

Annotations in Fill & Sign in Adobe Acrobat

Annotations are additional objects that are added to a PDF file. For forms, using Fill & Sign, annotations are essential for creating and filling out forms.

<u>Symbol</u>	<u>Annotation</u>	<u>Description</u>
	Add text	This is used to add text your form.
	Add X	This will add a crossmark to your form, generally used for filling out check boxes.
	Add check mark	This will add checkmark to your form, generally used for filling out check boxes.
	Add circle	This is used for circling text in the form.
	Add line	This is used for striking out text in the form.
	Add dot	This will add a dot anywhere on your form, generally used for filling out radio buttons and check boxes.
	Switch between comb and normal text field	This will create continuous boxes in a row for your text; your text will spread evenly across the text field.

Related topics:

Form fields in Adobe Acrobat

[Digital ID](#)

[Filling and signing your forms](#)

Changing the format of your documents

If you want to edit your work in an application outside of Adobe Acrobat, you can easily change the format of your PDF.

1. Open your PDF, and click **Tools > Export PDF**.

A selection of exportable formats is displayed.

2. Choose the desired exported file format and version, if applicable.
3. Click **Export**.
4. In the dialog box, choose your save location.
5. Click **Save**.

Your exported file is created, see [Adobe PDF conversion settings](#) for more options.

Prerequisites:

1. [Creating your content](#)
2. Types of exportable formats
3. [Select your conversion settings](#)

Related topics:

Types of exportable formats

[Adobe PDF conversion settings](#)

[Creating a PDF from existing content](#)

Quality Checklist

Project	Topics for Adobe Acrobat Pro DC
Resources Consulted	<ol style="list-style-type: none">1. The Adobe Legal Department Style Guide2. Developing Quality Technical Information3. Microsoft Style Guide4. Adobe I/O Style Guide

Content characteristic	Guideline (with URL or page # for more information)	<u>Rating</u> Yes Sort of No	Comments
Task Orientation	Write for the intended audience (DQTI p.25) <ul style="list-style-type: none"> • Writing demonstrates a clear understanding of the intended audience • Information in topics is relevant to the needs of the audience • No unnecessary jargon is included 		
Task Orientation	Focus on users' goals (DQTI p. 32-34) <ul style="list-style-type: none"> • Tasks that support user's goals are identified • Task topics are user-oriented, not system-oriented • There is no unnecessary focus on product features 		
Task Orientation	Provide clear, step-by-step instructions (DQTI p. 48-50) <ul style="list-style-type: none"> • Each step is a clear action for users to take • Optional or conditional steps are clearly identified • Sub steps are not sub tasks and vice versa 		
Completeness	https://github.com/adobeio/styleguide/blob/master/opensource/doc-style.md Instructive Documentation: Help me...) <ul style="list-style-type: none"> • Takes an audience through the prerequisites • Includes necessary conceptual information in no more than one to two sentences (otherwise, have a separate concept topic) • Provides adequate use of examples (DQTI p. 99) <ul style="list-style-type: none"> • All of the relevant information is covered • Each subject is covered in sufficient detail • All promised information is included 		
Clarity	https://www.adobe.com/content/dam/cc/en/legal/documents/ADOBE-LEGAL-STYLE-GUIDE.pdf) <ul style="list-style-type: none"> • Writes clearly and concisely • Uses short sentences • Uses informative headings that clearly signpost the main messages 		
Organization	(DQTI p. 320) <ul style="list-style-type: none"> • Puts information where users expect it • Elements are arranged to facilitate navigation • Main Points are emphasized with accompanying subordinate secondary points 		
Retrievability	https://docs.microsoft.com/en-us/style-guide/scannable-content/ <ul style="list-style-type: none"> • Organizes text into discrete components to support scanning • Includes navigation within long documents (links, TOC, and so forth) • There is adequate white space around paragraphs to facilitate scanning 		

Concreteness	(DQTI p. 219) <ul style="list-style-type: none"> • Considers the skill level and needs of the user • Uses examples, visual elements, and other concreteness elements • Context is established for examples and scenarios • Uses specific language 		
Style	Uses the provided style sheet which helps me apply these style guidelines from Ch8 of DQTI (p. 261-315): <ul style="list-style-type: none"> •Uses active and passive voice appropriately •Spells terms consistently •Uses proper capitalization •Uses consistent and correct punctuation. •Applies consistent highlighting 		

User and task analysis for Adobe Acrobat Pro DC

I am using Adobe Acrobat Pro DC, version 2021.001.20145, on a Windows PC.

This project will focus on the following six features within Adobe Acrobat Reader: Create PDF, Edit PDF, Combining Files, Export PDF, Fill & Sign, Protect

Because of the portability, reliability, and compatibility of the PDF format, it is a widely-used file format. Adobe Acrobat Pro DC is a popular choice among people of various professional, educational, and cultural backgrounds with varying skill levels. However, I will be focusing on users that are familiar with reading or downloading PDFs using Adobe Reader but are not familiar with some of the other features that are included in the Adobe Acrobat DC Pro software. Novice users of Adobe Acrobat Pro DC who work in law, real estate, or business (though not exclusively) will be my primary audience.

I will use a combination of the Microsoft Style Guide, The Adobe Legal Department Style Guide, and the Adobe I/O Style Guide.

User goals:

Create, edit, organize, protect, and personalize content that can be universally accessed by other computers

Sign documents and have other people sign their documents in a timely manner

Tasks:

Creating your content

Creating a PDF from existing content

Creating multiple files simultaneously

Creating a blank PDF

Editing your content

- Editing the text of your content
- Cropping images in your content
- Linking your content
- Previewing your pages
- Rearranging your pages
- Deleting your selected pages
- Sort your files

Consolidating your separate files

- Inserting one of your PDFs into another

Protecting your documents

- Limiting access to your content
- Removing sensitive information from your content
- Securing your content with a digital id

Creating your forms

- Importing your forms
- Creating your forms from scratch

Filling and signing your forms

- Filling out your forms
- Signing your forms

Having someone else sign your forms

- Distributing your forms

Changing the format of your documents

Concepts:

Portable Document Format (PDF) files

Electronic signatures

Permissions passwords

Static and interactive forms

Digital ID

Reference:

Types of exportable formats

Inline linking options

Adobe PDF conversion settings

Output options

File-size options

Form preferences

Form fields in Adobe Acrobat

Annotations in Fill & Sign Adobe Acrobat

View tool

Signature panel

STYLE SHEET

Name	Julian Floyd
Project	Topics for Adobe Acrobat Pro DC
Resources Consulted	1. The Adobe Legal Department Style Guide 2. Developing Quality Technical Information 3. Microsoft Style Guide 4. Adobe I/O Style Guide

Spelling and Word Usage

Word	Usage advice
Hereby	Omit entirely, do not use technical jargon (if possible) and no “legalese”
Set Forth	Use instead: <i>Set Out, in</i>
He/She/Him/Her	Preferably use gender-neutral language instead (they, people, etc.)
Etc.	This is OK to use sparingly, when space is limited, otherwise, use something else. Avoid Latin words if possible
Program File	Not <i>Executable File</i> , use the specific name of the file instead
Radio Button	Use in content that is meant for developers, so for other audiences, refer to a radio button by its label
email	Not <i>e-mail</i>
Drop-down	Be sure to differentiate <i>Drop-down</i> (noun, adjective) from <i>Drop down</i> (verb)
Symbol	Used to refer to a graphic or special character that represents something else
Icon	Differentiate from symbol, for an icon represents an object the user can select and open
License	Not <i>licence</i> . Use US spelling of words that have alternative spelling

Style and formatting

Category	Guideline
Abbreviations/Acronyms	On first use, spell out first. Pluralize acronyms by adding “s” (PDFs, PCs, and so on) The following words should not be abbreviated: <ul style="list-style-type: none">• Developer• Administrator

	<ul style="list-style-type: none"> • Configuration • Documentation • Authorization • Authentication
Numbers	From one to twelve, write them out, from 13 on, use numerals. This excludes numbering action steps
Punctuation	<p>Contractions are fine</p> <p>Use dashes only when necessary, so it is preferred to use commas or parentheses.</p> <p>One space after a period at the end of a sentence, not two</p> <p>The semicolon should be used sparingly, rewrite the sentence as two shorter sentences</p> <p>Exclamation points should also be used sparingly</p> <p>Question marks should be used sparingly, only to indicate that the user needs to make a decision</p> <p>Quotations should use (“) not (‘)</p>
Formatting	<p>One space after the end of a sentence</p> <p>> should be used to connect menus with submenus</p> <p>Margins should be .75” -1.0” all around</p> <p>Page numbers should be located in the footer, in the middle of the page and written out Page x of [total number of pages]</p> <p>Include a table of contents</p> <p>Do not use Roman numerals</p> <p>Times New Roman or Calibri</p> <p>For headers and subheaders: use sizes 14-18</p> <p>For text: use size 12</p>
Capitalization	<p>Everything should be lowercase except the first word of a sentence and proper nouns</p> <p>Do not use all uppercase for emphasis</p>
Highlighting	<p>Use bold for UI elements</p> <p>Use bold for headers and subheaders</p>
Writing style	<p>Contractions are allowed</p> <p>Avoid unnecessary technical and legal jargon</p> <p>Be consistent about diction</p> <p>Don’t clutter the document with synonyms, just choose the same word that will be used throughout the document</p> <p>Avoid idioms and most metaphors that would confuse international users</p> <p>Conversational style is OK but try to avoid slang</p> <p>Use shorter words or phrases</p> <p>Avoid unnecessary buzzwords</p> <p>Use gender-neutral language</p> <p>Use first or second person pronouns</p> <p>Use the active voice</p>